

Exams Policy 2025 - 2026

ST JOHN PAYNE CATHOLIC SCHOOL



Date of Issue	Review Date	Nominated Lead Member of Staff	Nominated Committee
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1. Introduction and aims

Our school is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them

We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

2. Roles and responsibilities

2.1 Everyone

Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy.

2.2 Head of centre

The head of centre:

- Has overall responsibility for the St John Payne School as an exams centre
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance
- Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to and approves the Head of Centre formal declaration.
- Ensures the examination officer attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the examination process to be effectively managed and administered
- Ensures centre staff are supported and appropriately trained to undertake key tasks within the examination process.
- Ensures centre staff undertake key tasks within the examination process and meet internal deadlines set by the Examination Officer
- Ensures that a teacher who teaches the subject being examined, or a senior member of staff who has overall responsibility for the candidates preparation for the examination is not an invigilator during the examination or on-screen test
- Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions
- Ensures that risks to the examination process are assessed and appropriate risk management processes/contingency plans are in place
- Ensures required internal appeals procedures are in place

- Ensures a disability policy for examinations showing the centre's compliance with relevant legislation is in place, and the centre has documented processes relating to access arrangements and reasonable adjustments

Our head of centre is Mr T Coen

2.3 Exams officer

The exams officer is responsible for the administration of exams. They:

- Manage the administration of internal mock and external exams
- Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- Ensure that candidates and their parents/carers are informed of, and understand, aspects of the exams timetable that will affect them
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Provide and confirm detailed data on estimated entries
- Maintain systems and processes to support the timely entry of candidates for their exams
- Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- Administer access arrangements and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
Identify and manage exam timetable clashes
- Account for income and expenditures relating to all exam costs/charges
- Line manage the senior exams invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments
- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advise on appeals and re-marks

Our exams officer is Mrs C Hoffman

2.4 Heads of department/faculty/curriculum/subject

Heads of department/faculty/curriculum/subject are responsible for:

- Advising the exams officer of any changes to syllabus or assessment details for their subjects
- Advising the exams officer of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- Decisions on post-results procedures

2.5 Teachers

Teachers are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the head of department/faculty/curriculum/subject and/or the exams officer

2.6 Special educational needs co-ordinator (SENCO)

The SENCO is responsible for:

- Identifying and testing candidates' requirements for access arrangements and notifying the exams officer in good time so that they can put exam day arrangements in place
- Processing any necessary applications in order to gain approval (if required)
- Working with the exams officer to provide the access arrangements required by candidates in exam rooms

Our SENCO is Mrs L Miller

2.7 Lead invigilator(s)

The lead invigilator(s) are responsible for:

- Assisting the exams officer to run exams efficiently, according to JCQ regulations
- Collecting exam papers and other material from the exams office before the start of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office

2.8 Candidates

Candidates are responsible for:

- Confirming and signing entries
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations

3. Qualifications offered

The Headteacher decides the qualifications we offer.

We offer the following types of qualifications: A levels /GCE, GCSE, Cambridge Technicals, BTEC Level 1, 2 and 3, AAQs & EPQ

The subjects offered for these qualifications in any school year may be found on our website.

If there will be a change to a specification for the next year, the exams office must be informed by July 2026.

Informing the exams office of changes to a specification is the responsibility of Heads of Department/ SLT.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Head of Department in consultation with SLT, the class teacher and SENCO.

Ultimately, SLT will make the final decision about entering or withdrawing candidates from an examination.

4. Exam series

Internal exams (mock or trial exams) and assessments are scheduled in the following exam series:

- November and December 2025 : GCSE, Cambridge Technical and Level 2 mock exams
- January 2026: A level and BTEC level 3 mock exams
- Functional skills exams in English and Maths are taken as and when the Head of Department confirms a date

Internal mock exams in Years 11 and 13 are held under external exam conditions.

5. Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

6. Entries (including entry details and late entries)

Candidates or parents/carers can request subject entry, change of level or withdrawal, but the Headteacher will have the ultimate say on such decisions

We do not take entries from private candidates, unless they have been a student in Year 13.

We do not act as an exams centre for other organisations.

Entry deadlines are circulated to heads of via email.

Heads of department will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline require authorisation, in writing, by the exams officer

6.1 Re-sits

We allow re-sits for the following types of qualifications:

- GCSE English and Maths
- Functional Skills
- A levels

Re-sit decisions will be made by the Head of Department

Students in Years 12 or 13 who have not attained a Level 4 or above in Maths and English will need to re-sit English and/or Maths

7. Exam fees

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

The exams officer will publish the deadline for actions well in advance of each exam series.

Candidates are not charged for entry fees unless they miss an examination through their own fault. Exam board fees vary.

Students who resit English or Maths and who have already got a Grade 4 in either of these subjects will pay the examination board entry fee plus a £10 admin fee.

Candidates wishing to sit an examination in a subject for which they are not on a register will be charged the examination board fee plus a £10 admin fee.

Candidates who withdraw from an exam after the refund deadline will be charged the fee paid by the school to the exam board.

Any late fees incurred will either be charged to the student or the school, depending on the circumstances.

Fees may be waived in particular circumstances.

8. Equalities

All our staff must ensure that they meet the requirements of any equality legislation.

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies and JCQ. This is the responsibility the head of centre, exams officer and the SENCO.

9. Access arrangements

The SENCO will inform subject teachers of candidates with special educational needs (SEN) and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the SENCO.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO who will liaise with teachers.

Room arrangements for candidates using access arrangements will be organised by the exams officer.

Invigilation and support for candidates using access arrangements, as defined in the [JCC access arrangements regulations](#), will be organised by the exams officer.

9.1 Use of word processors

We may allocate the use of a word processor to a candidate as part of access arrangements or as a reasonable adjustment where appropriate, including:

- When it is their normal way of working, i.e. where the curriculum is delivered electronically and word processors are provided to all candidates
- If they need support with handwriting
- If they have a:
 - Physical disability
 - Learning difficulty that has a substantial and long-term adverse effect on their ability to write legibly
 - Medical condition
 - Sensory impairment

The SENCO will use their judgement, in collaboration with relevant members of staff where necessary, to make decisions about when a word processor is appropriate outside the specific listed examples above.

We will make sure that:

- The proposed arrangement will not disadvantage or advantage a candidate.
- The use of a word processor will not compromise the assessment objectives or the integrity of the assessment and will be used under secure conditions. Where these objectives would be compromised, then a word processor will not be granted for use by a candidate

We will also make sure that the word processor:

- Has the spelling and grammar check and predictive text software disabled
- Does not have internet connectivity during the exam
- Has been cleared of any previously stored data, along with any portable storage medium used (and where any authorised memory stick is provided to or used by the candidate, the memory stick will be cleared of any previously stored data)

- Does not allow access to other applications such as a calculator (where prohibited), spreadsheets or emails
- Does not have graphic packages or computer-aided design software, unless permission is given
- Does not have computer reading (text to speech) software, unless the candidate has permission
- Does not have speech recognition technology, unless the candidate has permission

The word processor will not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

All equipment will be checked to make sure it's in working order and sufficiently charged for the duration of the examination.

Candidates provided with the use of a word processor will be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where we accommodate a candidate in another room, a separate invigilator will be present.

Candidates will be:

- Reminded to make sure that the centre number, candidate number and the unit/component code appear on each page as a header or footer, or to handwrite their details on the printed documents where this feature is not available (where the candidate needs to handwrite their details, they will be supervised to make sure that's solely what they're doing and not re-reading their answers or amending their work in any way)
- Reminded to save their work at regular intervals, unless 'autosave' has been set up on the device to make sure that the candidate's work is not lost because of a technical issue
- Advised to use a minimum font size of 12pt and double spacing

Each page of the typed script will be numbered.

The script will be printed off once the examination is over. The candidate must be present to verify that the work is their own and then the script will be attached to any answer booklet that contains some of the answers. We may also be required by the awarding body to include a word processor cover sheet with the candidate's typed script.

We may retain electronic copies of a word-processed script and this may be accepted by an awarding body where the printed copy has been lost and it is demonstrated that the file has been kept securely.

10. Contingency planning

Contingency planning for exams administration is the responsibility of the Head of Centre and Exams officer. Contingency plans are available via email, briefing and the school website and are in line with the [guidance provided by Ofqual](#), [JCQ](#) and awarding organisations.

11. Estimated grades

Heads of Department and subject teachers are responsible for submitting estimated grades to the exams officer when requested.

12. Managing invigilators

Whenever possible, external invigilators will be used to invigilate Year 11 and 13 mock exams

Recruitment of invigilators to effectively cover all examination sessions is the responsibility of the examinations officer.

If invigilators require Disclosure and Barring Service (DBS) checks, the relevant member of office staff is responsible for obtaining these.

DBS fees are paid by the centre.

Invigilators rates of pay are set by the school business manager.

Invigilators are recruited, timetabled, trained and briefed by the examinations officer. Safeguarding training is completed by the DSL.

The examinations officer ensures that all invigilators are made aware of the needs of candidates and are trained in any issues which may arise as a result.

13. Malpractice

The head of centre, in consultation with the exams officer is responsible for ensuring that suspected malpractice is thoroughly investigated.

St John Payne follows JCQs Suspected Malpractice Policy and Procedures:

<https://www.jcq.org.uk/exams-office/malpractice/>

14. Exam days

The exams officer will:

- Book all exam rooms (after liaising with other relevant users)
- Make question papers, exam stationery and materials available for the invigilators
- Direct other staff to supervise students outside the exam hall and get them into the exam rooms in an orderly fashion
- The invigilators and the exams officer will start and finish all exams in accordance with [JCQ guidelines](#).

Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements at least 7 days in advance.

Subject staff, when possible, should be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines:

[NEA Assessments](#)

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Heads of department in accordance with JCQ's recommendations no earlier than 24 hours after candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with school support staff.

15. Candidates

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the exams officer with the support of the Head of Year

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept no liability for their loss or damage.

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject.

This is particularly true of mobile phones and other electronic devices with text or digital facilities.

Any precluded items must not be taken into the exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the exams officer or lead invigilator.

Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The exams officer is responsible for handling late or absent candidates on exam day.

15.1 Clash candidates

The exams officer will be responsible for making arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue
- Arranging overnight stays where necessary

16. Special consideration

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the main school office who will then inform the exams officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within the period of the exam season. In special circumstances, a retrospective claim may be considered.

The exams officer will make a special consideration application to the relevant awarding body within the period of the exam season.

St John Payne follow JCQ guidelines regarding the special consideration process:

[JCQ Special Consideration](#)

17. GCE and GCSE non-examination assessments

Teaching staff who deliver non-examination assessments will follow the correct specifications and the specification and instructions provided by the awarding body, or JCQ [instructions for conducting non-examination assessments](#) if appropriate.

It is the duty of heads of Department/ Subject/ faculty to ensure that all non-examination assessment is ready for dispatch at the correct time. The examinations officer will assist by keeping a record of each dispatch, including the recipient details, and the date and time sent.

Marks for internally assessed work are provided to the exams office by heads of Department/Subject/ faculty. The exams officer will inform staff of the deadline date for appeals against internal assessments.

St John Payne School follows JCQ Instructions for Conducting Non-Examination Assessments: [JCQ Instructions for Conducting Exams 2025 - 2026](#)

Examinations officer

The examinations officer will:

Advise Heads of Department etc on how to submit marks to awarding bodies to meet the external deadline

Post samples to moderators

Keep a record to track what has been sent

Monitor moderated work returned to the centre

Ensure teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work.

It is the duty of heads of Department to ensure that all non-examination assessment is ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details, and the date and time sent.

Marks for internally assessed work are provided to the exams office by Heads of Department. The exams officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure document.

17.1 Artificial intelligence (AI)

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. St John Payne School recognises that AI has many uses to help pupils learn, but may also lend itself to cheating and plagiarism.

Pupils **may not** use AI tools:

- During assessments, including internal and external assessments, and coursework
- To write their homework or class assignments, where AI-generated text is presented as their own work

Pupils **may** use AI tools:

- As a research tool to help them find out about new topics and ideas
- When specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images. All AI-generated content must be properly attributed

Where a pupil uses an AI tool, the pupil should retain a copy of the question(s) asked and the AI-generated responses. Pupils must submit this along with the assessment.

Staff should:

- Be aware that AI tools are still being developed and should use such tools with caution as they may provide inaccurate, inappropriate or biased content
- Make students aware of the risks of using AI tools and that they need to appropriately reference AI as a source of information to maintain the integrity of assessments

For more information on AI misuse, see [JCQ Using AI in assessments](#)

Any misuse of AI tools may be treated as malpractice.

18. Results and certificates

Candidates will receive individual results slips on results days. If they are away and wish to receive their results by email, they need to let the examinations officer know by the final day of the summer term. .

Arrangements for the centre to be open on results days are made by SLT, Heads of Year 11 and 6th form and the exam officer. Site staff will be informed.

The provision of the necessary staff on results days is the responsibility of the SLT

Dates of results days each year will be publicised for all candidates through the school website and letters home.

18.1 Enquiries about results (EARs)

EARs may be requested by centre staff or the candidate following the release of results.

A request for a re-mark or clerical check requires the written consent of the candidate. A request for a re-moderation of internally assessed work may be submitted without the consent of a group of candidates.

The cost of EARs will be paid by the candidate unless the centre makes the request for the remark.

All decisions about whether to make an application for an EAR will be made by Heads of Department/ Faculty/ Subject but they will need to be approved by the Head of Centre.

If a candidate's request for an EAR is not supported, the candidate may appeal and we will respond by following the process in our internal appeals procedure document.

All processing of EARs will be the responsibility of the exams officer, following the JCQ guidance.

18.2 Access to scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 7 days of the exam board deadlines which are usually at the end of September. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Applications for EARs cannot be submitted once an original script has been returned.

The exams officer is responsible for processing requests for ATS.

19. Monitoring and review

The head of centre is responsible for ensuring that this policy is reviewed every 3 years unless there are changes to:

- The exams system
- JCQ guidance
- The curriculum offer

20. Examination contingency procedures

Disruption of teaching time - the school is closed for an extended period	It remains our responsibility to prepare students, as usual, for examinations.
	In the case of modular courses, candidates can be advised to sit examinations in the next available series.
Disruption in the distribution of examination papers	Awarding bodies to source alternative couriers for delivery of hard copies.
	Awarding bodies to provide centres with electronic access to examination. The Examination Officer would ensure that

	copies are received, checked and stored under secure conditions.
Candidates unable to take examinations because of a crisis at the centre	Head of Centre to liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding bodies. Columbus school is the named alternative venue.
	Any affected candidates would have an opportunity to sit any examinations missed at the next available series
	The Examination Officer would apply to awarding organisations for special consideration for candidates where they have met the minimum requirements and have been affected by adverse circumstances beyond their control
Candidates are unable to take an examination because of centre disruption caused by a cyber attack	Head of Centre to liaise with the Headteacher of Columbus School to utilise facilities to ensure the necessary administration can be conducted to run exams.
Centres are unable to open as normal during the examination period	Head of Centre would inform awarding bodies which examinations are due to be taken as soon as it is likely that the school would be unable to open as usual for examinations. Students have been informed of the need to keep dates up to and including 24th June free as a contingency day.
	In the event of a school closure (e.g. serious adverse weather conditions) our centre will remain open for examinations and examination candidates only. If this should not prove possible, an alternative venue would be sought in agreement with relevant awarding bodies.
	The Examination Officer would apply to awarding bodies for special consideration for candidates where they have met the minimum requirements. Candidates who are unable to attend would be given the opportunity to sit any examinations missed in the next available series.
One or more venues becoming unavailable at the centre	The Examination Officer would liaise with the senior Cover Supervisor to arrange alternative halls or classrooms. Possible venues could be the sports hall, gym, Bosco Hall or suitable classrooms.
Disruption to the transportation of completed examination scripts	The Examination Officer would seek advice from the awarding bodies and Parcel Force regarding collection. The Examination Officer would ensure secure storage of completed examination scripts until they are able to be collected.

	If exams completed on Friday 22 nd May cannot be transported that evening, a member of SLT will ensure the safe delivery of scripts on Tuesday 26 th May of half term.
Assessment evidence is not available to be marked	Awarding bodies will generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding bodies in consultation with the regulators.
	Candidates may have to retake any affected examinations in a subsequent examination series.
Centres are unable to distribute results as normal	The Examination Officer would make arrangements either for results to be sent by email or through the post.
Late illness to Examination Officer	There is a back-up team in place ready to take over the running of the examinations at short notice. The Examination Officer will have already prepared the next day's examinations at the end of the previous day.
Long term absence of exams officer	Trained members of SLT are available to run exams: CSQ, PMA
The Head of Centre is absent	The Deputy Headteacher will step in to cover any relevant exam duties
Late illness to invigilators	Cover supervisors would step in at short notice. Failing this, members of the SLT would be asked to cover the invigilation.
Emergency Evacuation of the examination venue	See separate policy

21. Information gathering

KS3, KS4 and KS5 examination information - Summer 2025

	Board	Code
Year 10		
Maths Functional Skills	Pearson	
English language Functional skills Level 2	TQUK	
2025 - 2026 GCSE YEAR 11		
Business Studies	AQA	8132
Sociology	AQA	8192
Biology	AQA	8461
Chemistry	AQA	8462
Physics	AQA	8463
Combined Science	AQA	8464
Computer Science	AQA	8525
Physical Education	AQA	8582
Polish	AQA	8688
Spanish	AQA	8698
English Language	AQA	8700
English Literature	AQA	8702
Creative iMedia (Cambridge Nationals)	OCR	J817
Drama	OCR	J316BA
Arabic	Pearson	1AA0
Art & Design	Pearson	1AD0
3D Art	Pearson	1TD0
French	Pearson	1FR0
German	Pearson	1GN0
History	Pearson	1HIAAU
Mathematics	Pearson	1MA1
Portuguese	Pearson	1PG0
Religious Studies	Pearson	1RA0/ZS

Geography	WJEC	C112QS
Music	WJEC	C660QS
YEAR 12		
Business BTEC	Pearson	31463H0
AAQ IT – Data Analytics	OCR	H119
YEAR 13 - 2024	Board	Code
Religious Studies (Philosophy & Ethics)	AQA	7062
Psychology	AQA	7182
Sociology	AQA	7192
Biology	AQA	7402
Chemistry	AQA	7405
Physics	AQA	7408C
Computer Science	AQA	7517
Physical Education	AQA	7582
French	AQA	7652T
German	AQA	7662T
English Language	AQA	7702
Extended Project	AQA	7993
Cambridge Technical Extended Certificate in IT	OCR	05839
Economics	OCR	H460
English Literature	OCR	H472
History	OCR	H505
Art & Design	Pearson	9AD0
Business	Pearson	9BS0
Business BTEC	Pearson	CSHY5
French	Pearson	9FR0A
Further Mathematics	Pearson	9FM0F
German	Pearson	9GN0A
Mathematics	Pearson	9MA0
Film Studies	WJEC	A670QS
Geography	WJEC	A110QS
Music	Eduqas	

22. Example of information issued to candidates with results

GCSE Examination Information for results day

REMARKS

A paper remark is available if a subject result is much lower than expected. The possibility must first be discussed with the relevant Head of Department before any request is processed. Please see overleaf for the fees.

PLEASE NOTE: The mark/grade obtained following a remark is the one that counts even if the remark results in the grade going down. By agreeing to a remark you are accepting this condition.

If the remark results in a grade increase then the fee (excluding the administration fee) is refunded.

THE DEADLINE FOR ALL REMARK REQUESTS IS 2.00PM ON

The only method of payment is ParentPay (www.parentpay.com), where payment can be made securely online using a debit or credit card. The signed form below MUST still be returned to (Name) so that the correct remark application can be made. This can be the hard copy or a photograph sent via email to (email address)

Please include the name of subject and exam paper code when paying on the ParentPay website.

.....

NAME Email

Candidate number..... ParentPay reference

Signature of parent/carer Date.....

Name of Subject/Unit Code/ Exam Board Fee (see overleaf) /Signature of Head of Department

PLUS ADMINISTRATION FEE £10.00

TOTAL AMOUNT PAID

The fees below are per paper/unit (not subject) and this will be refunded if the remark results in a grade increase. (The fees listed below may be subject to change)

There is a non-refundable administration fee of £10 per application.

The fees below are per paper/unit (not subject) and this will be refunded if the remark results in a grade increase.

There is a non-refundable administration fee of £10 per application.

EXAM BOARD	A LEVEL		GCSE/BTEC		SCRIPT RETURN	
	PRIORITY	STANDARD	PRIORITY	STANDARD	PRIORITY	STANDARD
AQA	57.85	48.65	N/A	42.00	Free	Free
EDEXCEL	61.60	51.70	58.70 BTEC only	44.50	Free	Free
WJEC	55.00	46.00	N/A	40.00	Free	Free
OCR	75.75	61.50	N/A	61.50	Free	Free

Example – Priority A level OCR paper remark (1 paper) £70.75

Standard A level Edexcel paper remark (2 papers) £103.40

AQA A level priority script return £0

Plus administration fee £10.00

Total to pay £184.15

23. Appendices

Policies:

- 1: School Child Protection, safeguarding and Whistleblowing policy
- 2: Malpractice Policy
- 3: Data protection Policy

Procedures Documents:

- 1: Access Arrangements Policy
- 2: Identity of candidates
- 3: NEA procedures
- 4: NEA Appeals procedures
- 5: Emergency evacuation procedures
- 6: Word Processor on exams procedures
- 7: Conflicts of interest
- 8: Complaints procedures
- 9: Examination Equality and Disability Procedures
- 10: Escalation process
- 11: Lateness procedures
- 12: Instructions for candidates

[Please click here to access any of the above policies and procedures.](#)